

Fire Alarms and Small Fires

RESPONSE TO FIRE ALARMS

Fire alarm bells or klaxons can be sounded at manual fire call boxes, or by automatic detection of smoke, heat or sprinkler water flow.



- ◆ **Evacuate immediately** using routes and assembly areas posted near each exit.
- ◆ Take only minimum personal needs such as car keys, a purse or coat.
- ◆ Follow directions of your Building Emergency Team.
- ◆ Do not reenter your building until it is declared safe by the Fire Department.
- ◆ **DO NOT USE ELEVATORS!**

WHAT TO DO IF THERE IS A SMALL FIRE?

- ◆ Alert others in the immediate area.
- ◆ Activate nearest fire alarm.
- ◆ Call x7911 or 9-911.
- ◆ Use extinguisher only if trained.
- ◆ Always maintain access to an exit. Do not let fire get between you and the exit.
- ◆ Avoid smoke or fumes.
- ◆ Notify your supervisor.

For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

Threats

TELEPHONE BOMB THREATS

Attempt to keep the caller on the line as long as possible and note:



- ◆ Time and date of call; age and gender of caller.
- ◆ Caller's message.
- ◆ Distinguishing speech characteristics.
- ◆ Background noises.
- ◆ Phone number if caller ID available.
- ◆ Any other conversation or comments

THEN:

- ◆ Call x7911 or 9-911.
- ◆ Do not touch, handle or move a suspicious object.
- ◆ Evacuate yourself and others immediately.
- ◆ If possible, take personal items such as purses and briefcases with you.

VIOLENCE, HOSTILE OR SUSPICIOUS PERSONS:

Take precautions to protect yourself and others. Actions depend on the events and may include evacuating, hiding, or locking doors. Call x7911 or 9-911 as soon as possible.

For non-emergency workplace violence issues, call Human Relations at x6747 or x6749.

For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)